

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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COMMISSIONER OF BUILDING AND ZONING
OF COOK COUNTY



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<http://www.cookcountyil.gov/building-and-zoning>

TENT PERMIT REQUIREMENTS

APPLIES TO ALL TENTS, 144 SQ. FT. OR LARGER

Please address the following requirements with respect to your permit application. The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (pdf format). Once you receive your permit review number, please submit by mail the deposit fee (1/10th of 1% of the estimated cost of work or \$25.00 whichever is greater). Checks (with the permit review number noted) should be mailed to the department at the address above, and made payable to the Cook County Collector.

When the permit has been reviewed and completed, you will be notified by mail of the final amount due. After payment has been received, your permit will be issued and mailed or emailed to you.

1. **Complete application** in its entirety where applicable. Be sure to print your name, address, phone number and include the property index number in the lower left-hand corner. Be certain to indicate, on the application, if your property is served by well and septic or water and sewer.
2. Submit a **Plat of Survey** signed and sealed by an Illinois registered surveyor that is not more than five (5) years old.
3. Submit a **Site Plan** showing:
 - Minimum ten foot separation from all other structures
 - Tent poles must be stayed with wire rope *
 - No smoking allowed, signs must be posted, indicate location(s)
 - Owner must provide a fire watch and submit documentation of such
 - Tent area shall be cleared of combustibles
 - Grandstands limited to 12 feet in height
 - Maximum occupancy signs must be posted and enforced **
 - Fully dimensioned floor plans are required showing all exits, fire extinguishers, seating, and booths

* **Note:** Tents with noncombustible self-supporting rigid structural members can be used in lieu of combustible supports stayed with wire rope.

** **Note:** Occupancy is calculated as "assembly occupancy" the maximum occupancy content is the greater of:

 - a) Gross square feet / 15 **or**
 - b) Net square feet of open areas / 6 + balance of a tent area / 15

- Exit capacity must be provided for maximum occupancy content per above calculations.
4. A digital Certificate of Insurance is required
5. Digital Current Certificate of Flame Resistance is required
6. Fire extinguishers and their location must be provided
7. Digital letter and / or contract for portable toilets at sites (minimum of two)
8. A digital Letter of Intent from Electrical Contractor (no drop cords)
9. Any **signs used to advertise the sale / event / activity** also requires a permit.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)